Department of Athletics  
Facility Operations  
Job Description: Contest Operations Assistant

Summary, Scope, and Responsibilities
The Contest Operations Assistant supports the game day operations and experience for Varsity Athletic events. Responsibilities include working athletic contests in various positions including running field set-up/breakdown, scoreboards, clock, sidelines, and other game operations positions based on sport. Hours vary based on availability, game schedules and game times.

The Basics
Department: Athletics  
Supervisor: Scott Lehmann  
Office Location: Merrill 79  
Email: slehmann@bates.edu  
Pay Grade: B  
Hours: Varies based on availability and game schedules.

Qualifications, Requirements, and Responsibilities
Requirements:
- Ability to effectively monitor and communicate to student-athletes, coaches, and staff  
- Ability to learn rules of various sports and apply knowledge.  
- Punctuality, attention to detail, ability to meet deadlines; Good oral and written communication skills  
- Indoor and outdoor work required  
- Ability to lift 30 pounds  
- Flexible schedule; hours include mornings, evenings, weekends, breaks, holidays and summer (if available)

Reporting
- Reports to: Scott Lehmann and assigned game manager.

Responsibilities:
- Assist with set-up/break down/changeover of athletic contests  
- Assist with crowd management, customer service, enforcement of guidelines and procedures  
- Assist with game day operations including running the scoreboard, game clock, game flow/sideline management, announcing, music, working with visiting teams and officials, and other duties  
- Complete scheduled tasks and necessary forms and reports  
- Uphold the mission and values and be an active representative of the Department of Athletics  
- Maintain a strong knowledge of and enforce all guidelines and procedures  
- All other duties assigned as by the supervisor and other Athletics staff

Environment: Work environment can be warm and noisy at times. Also may be required to work outdoors in cold or warm temperatures and weather.

Physical Requirements: None  
Machines and Equipment used: None